

## E-Mail ALSPO X/04

**Subj:** FY2005 SPECIAL DUTY ASSIGNMENT PAY CODES

**Ref:** (a) [ALCOAST 421/04](#)  
(b) [Direct-Access, Special Duty Assignment Pay Procedural Guide](#)  
(c) [E-Mail ALPERSRU R/03; FY2004 Special Duty Assignment Pay Codes](#)

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**Introduction** This E-mail ALSPO publishes codes and procedures for FY2005 Special Duty Assignment Pay (SDAP).

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**Discussion** FY2005 SDAP rates and eligibility requirements published in reference (a) are effective 1 October 2004. PSC will automatically effect the new rates and change the below SDAP Codes:

- H2 to H1
- N2 to N1
- R4 to R3

There are only two instances where transactions must be submitted:

1. If a member is newly entitled to SDAP, a Start SDAP Transaction must be submitted;
  2. For the Academy CMC, Recruit Command CMC, TRACEN CMCs and Recruit Battalion Commanders; a Stop SDAP Transaction must be submitted using 30 September 2004 as the stop date and a Start SDAP Transaction must be submitted using 1 October 2004 as the start date. These transactions cannot be input before 13 October 2004. The new codes to support the rate changes will not be present in Direct-Access before 13 October 2004.
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**Direct-Access Data Entry** Transactions to stop and start SDAP are entered through Direct-Access. Procedures are available in reference (b).

- SDAP Starts/Stops for active duty members and reserve members performing active duty are recorded on the Employee Entitlements page ([Compensate Employees](#) > [Maintain Entitlements](#) > [Use](#) > **Employee Entitlements**).
  - SDAP for reserve IDT/RMP is recorded by entering the applicable Earnings Type Code in the SDAP field on the Schedule Drills page ([Develop Workforce](#) > [Administer Training \(GBL\)](#) > [Use](#) > **Schedule Drills**). Drills for members entitled to SDAP must be approved individually; they cannot be approved using the Schedule Multiple Drills page.
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**SPO Action (Rate/Code Change)** After 13 October (when the system is updated with the new codes), SPOs shall prepare a Stop SDAP Transaction and a Start SDAP Transaction for each member who is eligible to receive SDAP on 1 October 2004 **and** is in one of the following categories:

Description	Direct-Access Earnings Type Code	FY04 JUMPS SDAP Code/Amt.	FY05 JUMPS SDAP Code/Amt.
CMC (TRACEN Cape May)	CMCTR3	B2/\$150	B1/\$75
CMC (TRACEN Yorktown/Petaluma)	CMCTR2	B2/\$150	B1/\$75
CMC (CG Recruiting Command)	CMCTR1	B2/\$150	B1/\$75
CMC (Academy)	CMCCGA	B2/\$150	B1/\$75
Recruit Battalion Commander	RECBAT	V4/\$300	V3/\$225

**SDAP Codes for FY2005** The following codes are valid for FY2005 SDAP transactions.

Description	Direct-Access Earnings Type Code	JUMPS Code	Level	Rate
CMC (Department assigned a Flag Officer)	CMCFO	B2	SD2	\$150
CMC (MCPOCG)	CMC-MC	B4	SD4	\$300
CMC (Reserve Force/Area)	CMCRES	B3	SD3	\$225
CMC (TRACEN Cape May)	CMCTR3	B1	SD1	\$75
CMC (TRACEN Yorktown & Petaluma)	CMCTR2	B1	SD1	\$75
CMC CG Recruit Command (CGRC)	CMCTR1	B1	SD1	\$75
CMC Coast Guard Academy	CMCCGA	B1	SD1	\$75
Defense Attaché	DETACH	F3	SD3	\$225
District 17 ANT	D17	C2	SD2	\$150
Helicopter Rescue Swimmer	HELORS	Y4	SD4	\$300
HITRON 10 Aviation Jacksonville	HITRON	H1	SD1	\$75
Honor Guard Staff Petty Officers	HONOR	J1	SD1	\$75
Intl Training Division (Team Leader)	ITDLDR	K3	SD3	\$225
Intl Training Division (Team Member)	ITDMBR	M2	SD2	\$150
LANTAREA TRATEAM (Boarding Officer)	LTMMBR	I2	SD2	\$150
LANTAREA TRATEAM (Deployable Team Leader)	LTMLDR	I3	SD3	\$225
LEDET Boarding Officer	LEDETB	D2	SD2	\$150
LEDET Deployable Team Leader	LEDETD	D3	SD3	\$225
Maritime Intel Fusion Center (MIFCLANT)	LESUP	L2	SD2	\$150
Maritime Intel Fusion Center (MIFCPAC)	PACPIT	P2	SD2	\$150
MSST/PSU Tactical Boat Coxswains	MSSTPS	N1	SD1	\$75
NSF Response Supervisor	NSF-RS	X3	SD3	\$225
NSF Response Technician	NSF-RT	X2	SD2	\$150

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### SDAP Codes for FY2005 (continued)

Description	Direct-Access Earnings Type Code	JUMPS Code	Level	Rate
OIC Afloat	OICAFI	S5	SD5	\$375
OIC Ashore	OICASH	T4	SD4	\$300
PACAREA TRATEAM (Deployable Team Leader)	PTMLDR	I3	SD3	\$225
PACAREA TRATEAM (Boarding Officer)	PTMMBR	I2	SD2	\$150
Recruit Battalion CDR	RECBAT	V3	SD3	\$225
Recruit Section CDR	RECSEC	V4	SD4	\$300
Recruit Company CDR	REC-CC	V4	SD4	\$300
Recruiter (Production)	RECPRO	R3	SD3	\$225
Recruit Section CDR	RECSEC	V4	SD4	\$300
Recruiter (Supervisor)	RECSUP	R3	SD3	\$225
Special Agent	SPECAG	U3	SD3	\$225
Surfman Certified	SURFCT	A4	SD4	\$300

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#### Directives Affected

Reference (c) is cancelled effective 30 September 2004. SDAP Codes announced in reference (c) remain in effect for SDAP Transactions if the effective date is prior to 1 October 2004.

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#### Questions

Questions regarding the content of this E-Mail ALSPO may be directed to PSC Customer Care at:



(866) 772-8724/(785) 339-2200

<http://cgweb.uscg.mil/g-w/psc/customerservice.htm> or  
<http://www.uscg.mil/hq/psc/customerservice.htm>.

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#### Released by

Internet release authorized.

/s/  
M. P. SULLIVAN  
Executive Director



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ALCOAST 421/04

COMDTNOTE 1430

SUBJ: FY2005 SPECIAL DUTY ASSIGNMENT PAY (SDAP)

A. COMDT COGARD WASHINGTON DC 181951Z DEC 03/ALCOAST 554/03

B. COMDT COGARD WASHINGTON DC 161139Z JUL 03/ALCOAST 334/03

C. SPECIAL DUTY ASSIGNMENT PAY (SDAP), COMDTINST 1430.10

1. THIS ALCOAST ANNOUNCES SDAP LEVELS FOR FY2005 AS A RESULT OF THE SDAP PANEL ANNOUNCED IN REFS A AND B.

2. SDAP PAYMENT LEVELS ANNOUNCED IN REF B REMAIN IN EFFECT UNTIL 30 SEP 2004 AT WHICH TIME REF B IS CANCELED. EFFECTIVE 1 OCT 2004, THE FOLLOWING BILLETS ARE AUTHORIZED SDAP IN FY 2005 AT THE LEVELS INDICATED BELOW:

BILLET	LEVEL
OIC AFLOAT	SD5
OIC ASHORE	SD4
SURFMAN (CERTIFIED)	SD4
HELICOPTER RESCUE SWIMMER	SD4
CMC (MCPOCG)	SD4
CMC (RESERVE FORCE/AREA)	SD3
CMC (FLAG OFFICER/HQ/JIATF)	SD2
CMC (CGRC/ACADEMY/TRACEN CAPE MAY, PETALUMA, YORKTOWN)	SD1
RECRUIT COMPANY COMMANDER (CC)	SD4
RECRUIT BATTALION COMMANDER	SD3
RECRUIT SECTION COMMANDERS	SD4
NATIONAL STRIKE FORCE (RESPONSE SUPERVISOR)	SD3
NATIONAL STRIKE FORCE (RESPONSE TECHNICIAN)	SD2
RECRUITER (PRODUCTION)	SD3
RECRUITER (SUPERVISOR)	SD3
SPECIAL AGENTS	SD3
DISTRICT 17 ANT	SD2

MARITIME INTELLIGENCE FUSION CENTER (MIFCPAC)	SD2
MARITIME INTELLIGENCE FUSION CENTER (MIFCLANT)	SD2
LEDET BOARDING OFFICERS	SD2
LEDET DEPLOYABLE TEAM LEADERS	SD3
HITRON JACKSONVILLE	SD1
TRATEAM (DEPLOYABLE TEAM LEADERS)	SD3
TRATEAM (BOARDING OFFICERS)	SD2
DEFENSE ATTACHE	SD3
HONOR GUARD STAFF PETTY OFFICERS	SD1
MSST/PSU TACTICAL BOAT COXSWAINS	SD1
INTERNATIONAL TRAINING DIVISION (TEAM LEADERS)	SD3
INTERNATIONAL TRAINING DIVISION (TEAM MEMBERS)	SD2

3. THE MONTHLY SDAP PAYMENTS ARE AS INDICATED BELOW:

SDAP LEVELS:

SD1	-	75 DOLLARS
SD2	-	150 DOLLARS
SD3	-	225 DOLLARS
SD4	-	300 DOLLARS
SD5	-	375 DOLLARS
SD6	-	450 DOLLARS
SD7	-	N/A DOLLARS

4. SDAP COMMENCES ON THE DATE A MBR MEETS THE FOLLOWING ELIGIBILITY CRITERIA:

A. OFFICER IN CHARGE (OIC):

(1) OIC AFLOAT: MBR MEETS THE QUALIFICATION REQUIREMENTS FOR BEING ASSIGNED AS AN OIC AFLOAT AND IS SERVING IN A BILLET DESIGNATED AS A CUTTER OIC ON THE PERSONNEL ALLOWANCE LIST (PAL).

(2) OIC ASHORE: MBR MEETS THE QUALIFICATION REQUIREMENTS FOR BEING ASSIGNED AS AN OIC ASHORE AND IS SERVING IN A BILLET DESIGNATED AS AN OIC ASHORE BILLET ON THE PAL.

(3) SDAP IS AUTHORIZED CONCURRENTLY TO A FULLY QUALIFIED ACTING OIC AFLOAT OR ASHORE, AND THE PERMANENTLY ASSIGNED OIC IN HIS/HER ABSENCE FOR A PERIOD OF AT LEAST 30 CONSECUTIVE DAYS BUT NOT MORE THAN 90 DAYS. AFTER 90 DAYS OF ABSENCE, SDAP WILL NORMALLY BE TERMINATED FOR THE PERMANENTLY ASSIGNED OIC AND THE ACTING OIC WILL BE THE SOLE SDAP RECIPIENT FOR THAT BILLET UNTIL NO LONGER SERVING AS THE ACTING OIC.

B. SURFMAN (CERTIFIED): MBR IS SERVING IN A SURFMAN BILLET AND ROUTINELY SERVES IN THE UNITS ROTATIONAL WATCH SCHEDULE AS A CERTIFIED OPERATIONAL SURFMAN. FOR NMLBS PERSONNEL, MBR MUST BE A CERTIFIED SURFMAN SERVING IN A SURFMAN INSTRUCTOR BILLET. MBR IS NOT REQUIRED TO QUALIFY AS AN INSTRUCTOR BEFORE BEING ELIGIBLE FOR SDAP, BUT SHOULD BE PROGRESSING TOWARD INSTRUCTOR QUALIFICATION IN AN OPERATIONAL SURF TRAINING SCHEDULE.

C. HELICOPTER RESCUE SWIMMERS: MBR MUST BE ASSIGNED TO AN OPERATIONAL RESCUE SWIMMER BILLET, FULFILL ALL APPROPRIATE OPERATIONAL AND PHYSICAL TRAINING REQUIREMENTS SET FORTH IN THE HELICOPTER RESCUE SWIMMER MANUAL, COMDTINST M3710.4(SERIES), AND

HAVE BEEN A DESIGNATED RESCUE SWIMMER ON THE WATCH SCHEDULE A MINIMUM OF FOUR TIMES PER MONTH, OR HAVE BEEN DEPLOYED TAD IN A RESCUE SWIMMER CAPACITY FOR AT LEAST 14 DAYS DURING THE MONTH. (ANY COMPARABLE COMBINATION OF DUTY AND DEPLOYMENT DAYS WILL SUFFICE.) IF DUE TO OPERATIONAL DEMANDS ADDITIONAL RESCUE SWIMMERS ARE NEEDED, E.G., BILLETED RESCUE SWIMMER SIQ, PROLONGED SAR CASE, THE COMMANDING OFFICER/SECTOR COMMANDER MAY AUTHORIZE SDAP ON A WEEK-BY-WEEK BASIS TO QUALIFIED ASSISTANTS NOT CURRENTLY ASSIGNED TO A DESIGNATED OPERATIONAL RESCUE SWIMMER BILLET. MBRS OF THE RESCUE SWIMMER STANDARDIZATION TEAM AND OTHER RESCUE SWIMMERS AT ATC MOBILE WHO ARE ASSIGNED TO OPERATIONAL RESCUE SWIMMER BILLETS ARE INCLUDED IN THE INTENT OF THIS ALCOAST. THE UNIT COMMANDING OFFICER/SECTOR COMMANDER MUST CERTIFY IN WRITING TO THE SERVICING PERSONEL OFFICE (SPO) THAT THE MEMBER MEETS ALL ELIGIBILITY REQUIREMENTS FOR ENTITLEMENT AND TERMINATION.

D. COMMAND MASTER CHIEFS (CMC): MBR MUST SERVE IN A BILLET DESIGNATED AS A CMC BILLET ON THE PAL, ASSIGNED TO EITHER A UNIT COMMANDED BY A FLAG LEVEL OFFICER, OR TO ONE OF THE TRACENS OR CGRC BILLETS AS SPECIFIED IN PARA. 2 ABOVE.

E. RECRUIT COMPANY COMMANDERS (CC): MBR MUST SERVE IN A BILLET DESIGNATED AS A CC ON THE PAL, OR BE TEMPORARILY ASSIGNED TO A SURGE CC BILLET FOR AT LEAST 30 CONSECUTIVE DAYS OR MORE. MBR MUST SATISFACTORILY COMPLETE THE IN-HOUSE TRAINING PROGRAM AT TRAINING CENTER CAPE MAY AND BE DESIGNATED BY THE COMMANDING OFFICER, TRAINING CENTER CAPE MAY AS A COMPANY COMMANDER.

F. NATIONAL STRIKE FORCE (NSF): MBR MUST BE SERVING IN AN NSF RESPONSE BILLET ON THE PAL, FULFILL THE APPROPRIATE QUALIFICATIONS FOR RESPONSE TECHNICIAN (RT), AND BE DESIGNATED IN WRITING TO THE SPO AS SUCH BY THE COMMANDING OFFICER OF THE RESPECTIVE STRIKE TEAM.

G. RECRUITERS: SDAP IS AUTHORIZED THE DAY THE MBR REPORTS FOR DUTY IN AN ELIGIBLE BILLET.

H. SPECIAL AGENTS: MBR MUST HAVE COMPLETED BASIC TRAINING REQUIRED FOR SPECIAL AGENTS, AND BE IN AN ASSIGNMENT UNDER CGPC DIRECTED ORDERS OR ASSIGNED TO AN RPAL BILLET SPECIFICALLY INDICATING INTELLIGENCE DUTY.

I. DIST 17 AIDS TO NAVIGATION TEAM (ANT): MBR MUST BE SERVING IN A TECHNICIAN BILLET UNDER PCS ORDERS ISSUED BY CGPC. MBR MUST COMPLETE NECESSARY REQUIREMENTS OF THE UNIT QUALIFICATION PROGRAM AND (1) BE CERTIFIED IN HELICOPTER SAFETY TRAINING AS REQUIRED BY COMMANDING OFFICER/SECTOR OFFICER, USCG AIRSTA SITKA, AND (2) BE CERTIFIED IN WRITING TO THE SPO AS SUCH BY CHIEF, D17 ATON TEAM.

J. MARITIME INTELLIGENCE FUSION CENTER (MIFCLANT/MIFCPAC): MBR MUST BE SERVING IN AN INTELLIGENCE SPECIALIST BILLET SPECIFICALLY FOR INTELLIGENCE DUTIES.

K. LAW ENFORCEMENT DETACHMENT (LEDET):

(1) LEDET (BOARDING OFFICER): MBR MUST BE SERVING AS ONE OF THE THREE DESIGNATED BOARDING OFFICERS ATTACHED TO A LEDET TEAM. MAX OF

112 BOARDING OFFICERS ARE AUTHORIZED TO DRAW SDAP.

(2) LEDET (DEPLOYABLE TEAM LEADERS): MBR MUST BE SERVING AS THE DESIGNATED DEPLOYABLE TEAM LEADER. MAX OF 42 DEPLOYABLE TEAM LEADERS ARE AUTHORIZED TO DRAW SDAP.

L. HITRON JACKSONVILLE: MBR MUST BE SERVING AS AN AVIATION GUNNER IN A DEPLOYABLE BILLET ASSIGNED TO HITRON JACKSONVILLE.

M. LANTAREA AND PACAREA TRAINING TEAMS:

(1) TRATEAM (LEADERS): MBR MUST BE A CPO SERVING IN A DESIGNATED TRATEAM BILLET AS A QUALIFIED TEAM LEADER OF A TEAM WHICH DEPLOYS AT LEAST 25 WEEKS PER YR.

(2) TRATEAM (MEMBER): MBR MUST BE A PO SERVING IN A DESIGNATED TRATEAM BILLET AS A QUALIFIED INSTRUCTOR OF A TEAM WHICH DEPLOYS AT LEAST 25 WEEKS PER YR.

N. DEFENSE ATTACHE: MBR MUST BE SERVING IN A DESIGNATED DEFENSE ATTACHE BILLET ASSIGNED WITHIN THE DEPARTMENT OF DEFENSE ATTACHE SYSTEM (DAS).

O. HONOR GUARD STAFF PETTY OFFICERS: SDAP IS AUTHORIZED THE DAY THE MBR REPORTS FOR DUTY TO AN ELIGIBLE BILLET.

P. MSST/PSU TACTICAL BOAT COXSWAINS: MBR IS SERVING AS A TACTICAL BOAT COXSWAIN ASSIGNED TO AN MSST/PSU DESIGNATED BILLET WITH COMMAND CERTIFICATION.

Q. INTERNATIONAL TRAINING DIVISION (ITD):

(1) ITD (TEAM LEADERS): MBR MUST BE SERVING IN A DESIGNATED ITD TEAM LEADER BILLET WITH COMMAND APPROVED QUALIFICATIONS THAT DEPLOY AT LEAST 180 DAYS PER YEAR.

(2) ITD (TEAM MEMBERS): MBR MUST BE SERVING IN A DESIGNATED ITD TEAM MEMBER BILLET WITH COMMAND APPROVED QUALIFICATIONS THAT DEPLOY AT LEAST 180 DAYS PER YEAR.

5. RESERVISTS PERFORMING ANY TYPE OF DUTY, INCLUDING ACTIVE DUTY FOR TRAINING (ADT), INACTIVE DUTY TRAINING (IDT), ACTIVE DUTY SPECIAL WORK (ADSW), AND INVOLUNTARY RECALL, ARE ENTITLED TO SDAP ON A PRORATED BASIS. MBRS MUST MEET THE ELIGIBILITY REQUIREMENTS LISTED ABOVE.

6. SDAP ELIGIBILITY TERMINATES AT 2400 THE DAY BEFORE THE MBR DEPARTS PCS FROM A DESIGNATED BILLET, THE DATE THE MBR IS REMOVED FROM DUTY BY COMPETENT AUTHORITY (E.G., RELIEF FOR CAUSE), OR IS NO LONGER QUALIFIED (E.G., DOES NOT COMPLETE FOUR WATCHES DURING A MONTH AS A RESCUE SWIMMER OR DEPLOYED TAD FOR 14 DAYS AS A RESCUE SWIMMER OR ANY COMBINATION OF BOTH DURING THE MONTH, MEET 25 WEEK DEPLOYMENT, 180 DAYS TAD, ETC). COMMANDS SHOULD BE PROACTIVE IN TEMPORARILY SUSPENDING ENTITLEMENT TO SDAP FOR THOSE MEMBERS RELIEVED FOR CAUSE PENDING FINAL INVESTIGATION TO PREVENT OVERPAYMENT ISSUES.

7. THE 2005 SDAP REVIEW BOARD (TO DETERMINE FY06 SDAP AUTHORIZATION) WILL CONVENE OOA MAY 2005. REVALIDATIONS OF EXISTING LEVELS AND NEW REQUESTS FOR FY05 SDAP MUST BE SUBMITTED TO COMDT (G-WPM), VIA THE HEADQUARTERS PROGRAM MANAGER, NLT 31 MARCH 2005.

8. COMMANDING OFFICERS/SECTOR COMMANDERS SHALL NOTIFY THEIR SPO OF

MBRS ELIGIBILITY FOR SDAP INCLUDING CERTIFYING THE FORM CG3453 FOR RESERVISTS ADT OR ADSW ORDERS. SPOS SHALL SUBMIT THE PROPER PMIS DOCUMENTATION TO COMMENCE/TERMINATE SDAP PAYMENT AS APPROPRIATE.

9. QUESTIONS ABOUT SDAP ELIGIBILITY SHOULD BE DIRECTED TO THE APPROPRIATE PROGRAM MANAGER. FOR QUESTIONS REGARDING SDAP POLICY, THE POC IS LT STEVE VAN PELT, COMDT (G-WPM), AT (202) 267-6018.

10. INTERNET RELEASE IS AUTHORIZED.

11. MINIMIZE CONSIDERED. RELEASED BY RADM KENNETH VENUTO, ASSISTANT COMMANDANT FOR HUMAN RESOURCES.

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